

**RESTRICTED**  
JUL 25, 1947

**MEMORANDUM FOR THE STAFF:**

**SUBJECT: FBI DUTY OFFICER**

1. During periods outside official FBI working hours (8:00 a.m. to 4:30 p.m. DST) and on weekends and holidays, the "A" Wire shift editor will act as Duty Officer for the FBI.
2. The Duty Officer is responsible for all incoming telephone calls, wires, messages, or visitors. Matters beyond the scope of his routine editorial duties will be referred by telephone to the appropriate official of those named below, in accordance with the nature and urgency of the problem.



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3. If the Duty Officer is unable to reach any of these officials he will call the Stand-by Officer for the Office of Operations, or failing that, the GIC Duty Officer (8:30 a.m. to 5:00 p.m. Saturdays and Sundays — Extension 601) or Stand-by Officer. Current lists of these Office of Operations and GIC Stand-by Officers will be kept in the possession of the Duty Officer.

4. Any material classified above restricted will be passed by hand to the succeeding Duty Officer for his personal surveillance until it can be delivered to a safe.

5. In any case where it is necessary to contact officials other than those listed in paragraph 2 above, the Chief, FBI will also be notified as soon as he can be contacted.

6. The Duty Officer will insure that the wires are fully protected at all times and will remain at his post of duty until properly relieved.

Stamp: **RECEIVED**  
DATE: 7/25/47  
TIME: 10:30  
BY: [Signature]  
CLASSIFIED BY: [Signature]  
CHECKED BY: [Signature]  
REASON: [Signature]  
REMARKS: [Signature]  
APPROVED BY: [Signature]  
SPECIAL AGENT IN CHARGE, FBI

This document part of integrated file. NAME [redacted] prior to individual classification action.

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